

WAUKESHA COUNTY
DEPARTMENT OF PARKS AND LAND USE
PLANNING AND ZONING DIVISION
515 West Moreland Blvd. Room AC 230
Waukesha, WI 53188
Phone (262) 548-7790

Fee Pd. \$ _____

PO File No. _____

Receipt No. _____

Application for Site Plan and Plan of Operation Approval

Town _____ Section _____ Tax Key No. _____

Owner/Applicant: _____ Agent/Operator: _____

Daytime Phone No. (____) _____ Daytime Phone No. (____) _____

To ensure there is an adequate amount of information and a sufficient amount of time for staff review, **one (1) complete copy** of **ALL** required materials, including a **scaled** and **accurate** site plan or plat of survey (preferred), signage, lighting, grading plan, building plans, landscape plan, parking, etc. (**refer to Schedule of Materials attached**) must be submitted to the Planning and Zoning Division. No changes to the request may be made once the application packet is submitted. Changes will require a new application. It is preferable the plans or maps be no larger than 11" x 17" in size, and shall **not** be reduced, enlarged or faxed. Submittal, and subsequent review, of this application may include a site inspection. Additional items may be required.

Name/Address of Business or Operation _____

Previous Operation Name/Owner/File No. (if applicable) _____

Request for (check all that apply): Refer to the Schedule of Materials attached for submission requirements.

____ Site Plan ____ New Building/Addition/Remodel ____ New Owner/Operator
____ Signage ____ Lighting ____ Off-street parking/loading
____ Commercial Boarding ____ Piers/Moorings ____ Food Service
____ Expansion of/Change in Use ____ Storage (inside/outside) ____ Special Events (inside/outside)
____ Other (specify) _____

Describe in detail the specific existing and proposed use(s):

Be sure to include any temporary uses and accessory uses (e.g., special events (inside/outside), bar/food service, vending/video/game machines, music/entertainment, boat rentals, gasoline sales, etc.). Provide a list of all items sold/produced on the property. List the square footage of all uses. You may attach additional pages.

Existing use(s): _____

Proposed use(s): _____

Other information:

Total Number of Employees ____ [No. Full Time ____] [No. Part Time ____] [No. Seasonal (specify) _____]

Days and specific hours of operation _____

The undersigned applicant/owner hereby certifies that all of the above statements, information and attachments contained herein (site plan/survey, building plans, exhibits, etc.) are true and accurate to the best of his or her knowledge and belief. BOTH MUST SIGN.

Owner/Applicant Signature

Date

Agent/Operator Signature

Date

Application for Site Plan and Plan of Operation Approval - Schedule of Materials

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Site Plan/Plat of Survey (must include the property's legal description)

Completed Application Form
Dimensions and size of parcel
Dimensions, locations and uses of all existing/proposed buildings and structures
Streets/Rights-of-way/Easements (locations, platted widths, and center lines)
Interior floor plan(s)
Sign location and size (see signage section)
Lighting location (see lighting section)
Dumpster location, including screening
Parking/Loading (see off-street parking/loading section)
Storage areas (inside/outside)
Outside uses
Fencing/Screening (include type and height)
Surface Water Drainage Plan/Storm Water Retention Facilities (to be approved by the Land Conservation Division), including the delineation of all impervious surfaces
Grading plan
Landscape plan
Conservancy Wetland/100 Year Floodplain/Ordinary High Water Mark/PEC locations
Well & Septic locations (unless served by public sewer and water)

New Building, Addition, or Remodeling

Completed Application Form
Site Plan/Plat of Survey
Completed Zoning Permit Application
One (1) copy of Dept. of Commerce, Safety and Buildings approved plans, if applicable, including interior floor plan(s) and scaled elevation renderings
Copy of Sanitary Permit or septic approval (unless served by public sewer)
Copy of DNR well approval (unless served by public water)
Copy of fire inspection
List of any chemicals, toxic or hazardous waste or solvents, or flammable materials stored on the site and how they are disposed of
Copy of approved Erosion Control Permit
Copy of Highway Access Permit

New Owner/Operator

Completed Application Form
Site Plan/Plat of Survey
Copies of Town and/or State licenses/permits (i.e., liquor, restaurant, boarding, sellers, etc.)

Expansion of/Change in Use

Completed Application Form
Site Plan/Plat of Survey
Interior Floor Plan(s)

Signage

Completed Application Form
Site Plan/Plat of Survey (delineate sign location and size)
Elevation Rendering of Building (required for wall signs only)
Scaled rendering of the sign(s)
Light Fixtures (catalog cut sheets)
Temporary Signs and dates of use

Commercial Boarding of Livestock

Completed Application Form
Site Plan/Plat of Survey (delineate site layout)
Interior floor plan(s)
Copy of approved Conservation Plan
Copy of Environmental Health Division approval (including site evaluation for stable operations)

Lighting

Completed Application Form
Site Plan/Plat of Survey (delineate lighting location(s))
Elevation Renderings, catalog cut sheets

Piers/Dockage/Moorings

Completed Application Form
Site Plan/Plat of Survey (delineate location and length of all piers, mooring spaces, etc.). Refer to the pier/mooring requirements of the Ordinance.
Copy of DNR Permit(s)

Off-Street Parking/Loading

Completed Application Form
Site Plan/Plat of Survey (delineate number of spaces, dimensions, handicap stalls, employee parking, screening, etc.). Refer to the off-street parking/loading sections of the Ordinance/Code.

Storage (inside/outside)

Completed Application Form
Site Plan/Plat of Survey (delineate area to be used for storage)
Screening type for outside storage (list size and material)

Special Events (Inside/Outside)

Completed Application Form
Site Plan/Plat of Survey (delineate location of outside events)
Interior floor plan (delineate location of inside events)
Temporary signage description (see signage above)
List and provide the dates of all events requested

Food/Bar Service

Completed Application Form
Site Plan/Plat of Survey (delineate location of exterior table seating and bar seating)
List of proposed food items/menu
Copy of restaurant license
Interior floor plan (delineate table locations, number of chairs, number of bar stools, etc.)

[illegible]**For Office Use Only**

BA/CU File No. _____ Zoning District(s) _____ SL/FL _____ CO CODE _____

Staff member receiving the application _____ Date _____ Town approval date _____
